

Youth Auction March 15, 2020

Auction Jobs	Duties	Name	Phone	Email
<i>Auction organizer and promoter</i>	Postcards and posters, announcements @ services, organize auction staff, support auctioneer			
<i>Auctioneer</i>		Pastor Jonathan/Tim		
<i>Donation Organizer</i>	Oversee donations			
	Keep time schedule			
	Make live item flyers			
<i>Silent Auction organizer</i>	Organize donations and help with silent auction check out			
<i>Table Reservation manager</i>	Manage seating chart and reservations			
<i>Set up (adult supervisor)</i>	Tables/decorations/sacks for dinner donation			
<i>Record keeper during auction (adult)</i>	Write down top bid/buyer and coordinate with Auction software data entry			

Youth Auction runners (2-3)	Assist auctioneer and auction organizer during the auction			
Cashiers (2-3)	Set up petty cash (Accept credit cards??), Make signs “checks accepted, make out to Silverdale Lutheran Church Youth”			
Quick Check out cashier	Help to process the quick check out forms			
Take Down (adult supervisor)	Supervise take down crew			
Kitchen Jobs				
Kitchen Director/Planner	Work with Chef and coordinate schedule			
Serving Coordinator	Train youth servers, supervise kitchen			
Serving/Kitchen Assistant	Assist kitchen director and coordinator			